

**ANNOUNCEMENT FROM THE CITY OF MEMPHIS HUMAN RESOURCES DIVISION  
REGARDING NEOGOV FOR CURRENT I-RECRUITMENT USERS**

This announcement serves as notification about the newly upgraded applicant tracking system in Human Resources called NEOGOV. NEOGOV will assist in streamlining the hiring process, offer electronic submissions of hiring requisition forms, allow candidates to self-schedule for interviews, allow Divisions to view the status of hiring requisition in real-time, allow applicants to utilize phone/ mobile capabilities and much more.

The “Go Live” date is September 23, 2015. In preparation of the “Go Live” date, no jobs will be posted on Wednesday, September 16, 2015. Job Postings will resume on September 23, 2015.

With the implementation of NEOGOV, job applicants (internal City employees and external candidates) will be required to build a personal job application profile within the NEOGOV system before applying for City of Memphis jobs. Interested employees and applicants can go to [www.governmentjobs.com](http://www.governmentjobs.com) – official site (orange screen), click on the “Sign-in” tab at the top right of the menu bar, and click create account to build their work history, education, and skills profile in the NEOGOV System at any time, or you can feel free to build the profile at the time of application for an open vacancy for which you want to submit an application. It is highly recommended that City employees who currently have a job application profile in the current system to proactively build their job application profile in NEOGOV before the Go Live date of September 23, 2015 or you can feel free to build a profile once you apply for a job. If you have a current job application profile in the current system, there are two (2) ways to use the information in current system to build a profile in NEOGOV:

1. Print off the information from your current job application profile and type the information into the appropriate fields in your new NEOGOV profile.
2. Copy and paste information out of your current job application into the NEOGOV system. The process steps to access your current job application profile and use the information to copy and paste into the NEOGOV system is listed below divided into Current City Employee and Non-City Employee categories. These paths will be accessible through September 22, 2015:

**Current City Employees who currently have a job application profile should follow the process below:**

1. Access the City Of Memphis Home Page – [www.memphistn.gov](http://www.memphistn.gov)
2. Click on Career Opportunities under the “Most Popular” Tab on left-side of page
3. Answer the questions below by clicking the following:
  - Are you an Employee? – Click “Yes”
  - Do you have an account? – Click “Yes”
  - Select “Click Here” to login to Oracle Self-Service
4. Login to Oracle will appear:
  - a. Type in your Username
  - b. Type in your Password
5. Oracle Main Menu will appear:
  - a. Select – “CMEM Employee Self-Service”
  - b. Select – “Online Application, then click on Online Application” again
  - c. Oracle iRecruitment Module will appear:

- d. Double Click on “My Account” at the top left – profile information will appear in the tabs below. You can copy and paste from those tabs into the appropriate NEOGOV fields to complete your NEOGOV profile:
- e. Personal Info tab
- f. Qualifications & skills tab
- g. Preferences

**Non-City Employees who currently have a job application profile should follow the process below:**

1. Access the City of Memphis Home Page – [www.memphistn.gov](http://www.memphistn.gov)
2. Click on Career Opportunities under the “Most Popular” Tab on left-side of page
3. Answer the questions below by clicking the following:
  - Are you an Employee? – Click “No”
  - Do you have an account? – Click “Yes”
  - Select “Click Here” to login to City’s on-line application system
4. Login to Oracle will appear:
  - a. Type in your Username
  - b. Type in your Password
5. Double Click on “My Account” at the top left – profile information will appear in the tabs below. You can copy and paste from those tabs into the appropriate NEOGOV fields to complete your NEOGOV profile:
  - a. Personal Info tab
  - b. Qualifications & skills tab
  - c. Preferences

[illegible]

PLEASE DO NOT REPLY TO THIS EMAIL – If you reply to this email, your reply will \*NOT\* be read. Instead, please send your questions to the address listed below.

[illegible]

If you need assistance with navigating through this process or building your profile in NEOGOV, feel free to e-mail the Human Resources Recruitment and Selection Service Center at [Recruitment&Selection@memphistn.gov](mailto:Recruitment&Selection@memphistn.gov).

The new NEOGOV system is very user-friendly. However, if assistance is needed, please refer to the on-line help section on the [governmentjobs.com](http://governmentjobs.com) webpage or email the Recruitment and Selection Service Center [Recruitment&Selection@memphistn.gov](mailto:Recruitment&Selection@memphistn.gov).

For City Employees, please note the functionality of Oracle Employee Self-Service will remain the same and not be impacted by NEOGOV.

We are excited about the new upgraded system and how we will leverage technology within City of Memphis Government!!!

**CITY OF MEMPHIS**  
**HUMAN RESOURCES DIVISION – RECRUITMENT AND SELECTION SERVICE CENTER**  
**Quintin Robinson, PHR – Director of Human Resources**